

BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 11-12, 2002

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BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

A request by Boise State University for new positions and changes in existing positions.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

Boise State University is requesting a total of nine new positions (9.0 FTE). The positions will be funded by local funds.

BSU is also requesting a .50 change (from .50 to 1.0 FTE) for a systems administrator position. The change results from an increased demand for support of 3 servers, 100 computers, and printers.

IMPACT

Once approved, the position changes can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by Boise State University for nine new positions and change to an existing position as detailed in their Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

**NEW POSITION
OTHER**

Position Title	Teacher (3 positions)
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	9 month
Effective Date	January 1, 2003
Salary Range	\$11,500
Funding Source	Local Funds
Area/Department of Assignment	Children's Center
Duties and Responsibilities	Assists the lead teacher in supervision, planning and documenting of children's activities.
Justification for the Position	Construction on the expansion of the Children's Center for the infant/toddler program is underway. Positions will staff the new classrooms when they are open.
Position Title	Lead Teacher
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	9 month
Effective Date	January 1, 2003
Salary Range	\$15,000
Funding Source	Local Funds
Area/Department of Assignment	Children's Center
Duties and Responsibilities	Lead teacher with primary responsibility for supervision, planning and documenting of children's activities.
Justification for the Position	Construction on the expansion of the Children's Center for the infant/toddler program is underway. Positions will staff the new classrooms when they are open.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Textbook Buyer
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	January 1, 2003
Salary Range	\$34,000
Funding Source	Local Funds
Area/Department of Assignment	Bookstore
Duties and Responsibilities	Responsible for overseeing purchasing, receiving, and distribution of inventory for resale. Responsible for inventory controls and merchandising. Development / oversight of sales, costs, and applicable expense budgets.
Justification for the Position	Increase in sales of 32 percent from FY 2000-2002 with an anticipation of an additional 10 percent increase for FY 03 necessitates the establishment of this position.
Position Title	Head Women's Ski Coach
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	January 1, 2003
Salary Range	\$29,000
Funding Source	Local Funds
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Coach the newly created Women's Ski team.
Justification for the Position	To comply with mandated standards from the Office of Civil Rights for compliance with Title XI, this position must be established.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Medical Assistant, Registered
Type of Position	Classified Staff
FTE	1.0
Term of Appointment	11 month
Effective Date	January 1, 2003
Salary Range	\$12,661
Funding Source	Local Funds
Area/Department of Assignment	Student Health Center
Duties and Responsibilities	Assist professional medical staff in providing medical care for students.
Justification for the Position	With the creation of this position the Student Health Center will be at optimal staffing ratio between providers and front-line clinical support.
Position Title	Technical Records Specialist I
Type of Position	Classified Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	January 1, 2003
Salary Range	\$21,445
Funding Source	Local Funds
Area/Department of Assignment	Select-a-Seat
Duties and Responsibilities	Responsibilities as first-line supervisor for student staff, event manager, and clerical duties for Select-a-Seat.
Justification for the Position	Currently utilizing a student employee. The need to change this position to regular employee is due to the length of time necessary to train and the technical nature of skills needed.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Financial Support Technician
Type of Position	Classified Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	January 1, 2003
Salary Range	\$19,074
Funding Source	Local Funds
Area/Department of Assignment	Select-a-Seat
Duties and Responsibilities	Provide accounting, secretarial, training and customer service functions for Select-a-Seat.
Justification for the Position	Combining a temporary half-time employee and a student worker will allow the creation of a permanent position to allow for continuity, training, and technical aptitude for this position.

**CHANGES IN POSITIONS (FTE CHANGES)
OTHER**

Position Title	Systems Administrator
Type of Position	Professional Staff
FTE	addition of .50 FTE
Term of Appointment	12 month
Effective Date	January 1, 2003
Salary Difference	\$15,912
Funding Source	Local Funds
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Support 3 servers and 100 computers in addition to supporting a computer lab for all students.
Justification for the Position:	Excessive delays in repairing computers and dealing with printers mandated the need to increase this position from half time to full time.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for new positions and change in positions.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

Idaho State University is requesting a total of five new positions (4.525 FTE). The positions will be funded by appropriated funds (four positions) and local funds (one position).

ISU is also requesting an decrease of .23 FTE for one administrative assistant position and an increase of .23 FTE for an office specialist position. The changes result from a shift in duties.

IMPACT

Once approved, the position changes can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by Idaho State University for five new positions and FTE changes to two positions as detailed in their Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY**

**NEW POSITIONS
ACADEMIC/INSTRUCTIONAL**

Position Title	Instructor/Coordinator
Type of Position	Non-Classified/Faculty
FTE	1.0
Term of Appointment	11 month
Effective Date	December 16, 2002
Salary Range	\$43,500.00
Funding Source	State Funds
Area/Department of Assignment	College of Technology / Health Occupations / Paramedic Program
Justification for the Position	To provide required support for the new associate of science degree program requiring an instructor/coordinator with specific specialized knowledge.

Position Title	Director of Clinical Education
Type of Position	Non-Classified/Faculty
FTE	1.0
Term of Appointment	11 month
Effective Date	December 16, 2002
Salary Range	\$38,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Technology / Health Occupations / Paramedic Program
Duties and Responsibilities	Responsible for laboratory and clinical instruction in the paramedic program; direct supervision of clinical education of paramedic students; safe patient management.
Justification for the Position	To provide required support for a certified/accredited paramedic program.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 11-12, 2002**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

OTHER

Position Title	Video Instruction Manager
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 16, 2002
Salary Range	\$29,328.00
Funding Source	Local Funds
Area/Department of Assignment	Media/Distance Learning Center
Duties and Responsibilities	Responsible for setup, operation, and testing of technical equipment used for interactive television; troubleshoot instructional design, technical production, and equipment problems; consult with customer to develop and produce video instruction.
Justification for the Position	To provide additional support for statewide videoconferences for various state and federal agencies.

Position Title	Assistant Photographer
Type of Position	Classified
FTE	.525
Term of Appointment	12 month
Effective Date	December 16, 2002
Salary Range	\$14,152.32
Funding Source	State Funds
Area/Department of Assignment	University Relations
Duties and Responsibilities	Will work in all areas of photography, including shoots, prints, development, publications, etc.
Justification for the Position	To provide support for the photographer. The duties of this position have been performed by a temporary, part-time employee.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Office Specialist 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 16, 2002
Salary Range	\$19,073.60
Funding Source	State Funds
Area/Department of Assignment	Nursing
Duties and Responsibilities	Provide clerical support to nursing faculty in Boise; work closely with nursing staff to ensure effective support for nursing students.
Justification for the Position	This position will provide much needed clerical support for the Boise BSN Fast Track.

**CHANGE IN POSITION
OTHER**

Position Title	Administrative Assistant 1 (PCN 3066)
Type of Position	Classified
FTE	Change from 1.0 FTE to .77 FTE
Term of Appointment	Change from 12 month to 9 month
Effective Date	January 1, 2003
Salary Range	\$21,154.83
Funding Source	State Funds
Area/Department of Assignment	English & Philosophy
Duties and Responsibilities	Provide a variety of secretarial support functions, requiring in-depth knowledge of department functions.
Justification for the Position	Change in duties; decrease FTE for this position and increase FTE in PCN 5110 (see next item page 12).

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Office Specialist 2 (PCN 5110)
Type of Position	Classified
FTE	Change from .77 FTE to 1.0 FTE
Term of Appointment	Change from 9 month to 12 month
Effective Date	January 1, 2003
Salary Range	\$19,073.00
Funding Source	State Funds
Area/Department of Assignment	English & Philosophy
Duties and Responsibilities	Provide a variety of secretarial support functions, requiring in-depth knowledge of department functions.
Justification for the Position	Change in duties; increase FTE for this position and decrease FTE in PCN 3066 (see previous item page 11).

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO**

SUBJECT

A request by the University for two new positions, deletion of position, and nondelegated appointment.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

University of Idaho is requesting two new positions (2.0 FTE) and the elimination of one position, all of which are supported by appropriated funds.

In addition, UI is seeking approval to appoint the provost to acting president for a term of six months beginning in March 2003 while the current president is on administrative leave with pay and benefits. During this period of time, two additional temporary, acting appointments will be made by the University.

IMPACT

Once approved, the position changes can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by the University of Idaho for two new positions, deletion of one position, and a nondelegated appointment of the provost to the position of acting president for a six-month term beginning March 2003.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO**

**NEW POSITIONS
OTHER**

Position Title	Administrative Assistant II
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	January 1, 2003
Salary Range	\$23,982.40
Funding Source	Appropriated funds
Area/Department of Assignment:	Materials Science Engineering
Description of Duties and Responsibilities	Responsible for administrative support
Justification for the Position	New position

Position Title	Scientific Aide Senior
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	January 1, 2003
Salary Range	\$26,956.00
Funding Source	Appropriated funds
Area/Department of Assignment	Food Science and Toxicology
Description of Duties and Responsibilities	Responsible for food process engineering research
Justification for the Position	New position

**DELETED POSITIONS
OTHER**

Position Title	Power Plant Operator
Type of Position	Classified
Effective Date	November 9, 2002
Salary Range	\$14,154.40
Funding Source	Appropriated funds
Area/Department of Assignment	Finance and Administration/Facilities Maintenance

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO continued**

**APPOINTMENTS – NON-DELEGATED
SALARY EQUAL TO/GREATER THAN 75% OF CHIEF EXECUTIVE OFFICER BASE
SALARY**

Brian L. Pitcher	Acting President
FTE	1.0
Term of Appointment:	March – August 2003
Effective Date	March 1, 2003
Annual Salary	\$140,608.00
Proposed Salary	\$154,668.80
Increase	\$14,060.80; 10%
Funding Source	Appropriated funds
Area/Department of Assignment	Office of the President/Provost
Justification	Temporary position to carry out the duties of the president while current president, Robert A. Hoover, is on administrative leave with pay and benefits. Effective March-August 2003, Charles Hatch, Vice President for Research, will be appointed to serve as Acting Provost and Margrit von Braun, Associate Dean of Graduate Studies, as Acting Vice President for Research. The term of both appointments will be in accordance with State Board of Education Policy II.F.2.b. (2).

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 11-12, 2002**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

SUBJECT

A request by Lewis-Clark State College for new positions.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

Lewis-Clark State College is requesting a total of nine new positions with the FTE count and funding breakdown as follows:

- 1.0 Appropriated funds
- 2.75 Local funds
- 1.0 Local and Title IV-E funds
- 3.2 U.S. Department of Education grant funds

IMPACT

Once approved, the position changes can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for nine new positions totaling 7.95 FTE.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

**NEW POSITIONS
INSTRUCTION**

Position Title	Assistant Professor
Type of Position	Non-Classified/Exempt
FTE	1.0
Term of Appointment:	11 mos.
Effective Date	10/01/02
Salary Range	\$34,000-\$37,000
Funding Source	Local funds and Title IV-E funding
Area/Department of Assignment	Social Work
Description of Duties and Responsibilities	Teach child welfare courses and provide training services for Title IV-E program to Eastern Washington-Idaho Child & Family Services.
Justification for the Position	Provide services as per Title IV-E subcontract with Idaho Department of Health & Welfare and Eastern Washington University.
Position Title	Lecturer
Type of Position	Faculty/Exempt
FTE	1.0
Term of Appointment:	9 mos.
Effective Date	08/26/02
Salary Range	\$30,014
Funding Source	State funds
Area/Department of Assignment	Social Sciences
Description of Duties and Responsibilities	Responsible for teaching criminal justice courses and advising students.
Justification for the Position	Conversion of adjunct instruction to lecturer.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE continued**

OTHER

Position Title	Program Director
Type of Position	Non-Classified/Exempt
FTE	.70
Term of Appointment:	12 months
Effective Date	10/01/02
Salary Range	\$39,000
Funding Source	Grant from US Department of Education
Area/Department of Assignment	Education Division
Description of Duties and Responsibilities	Implement and monitor the Indian Professional Education Development Program for Native American students who have completed 2 years of core requirements and are entering the teacher education program.
Justification for the Position	Awarded federal grant for program implementation.

Position Title	Education Advisor
Type of Position	Non-Classified/Exempt
FTE	1.0
Term of Appointment:	11 months
Effective Date	10/01/02
Salary Range	\$32,000
Funding Source	Grant from US Department of Education
Area/Department of Assignment	Education Division
Description of Duties and Responsibilities	Assist director of the Indian Professional Education Development Program in monitoring students' academic progress and participation in professional development activities that focus on success in the teacher education program
Justification for the Position	Awarded federal grant for program implementation.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 11-12, 2002**

INSTITUTION / AGENCY AGENDA

LEWIS-CLARK STATE COLLEGE continued

Position Title	Project Director, Trio Training Grant
Type of Position	Non-Classified/Exempt
FTE	.50 FTE
Term of Appointment	12 mos.
Effective Date	10/01/02
Salary Range	\$25,000
Funding Source	Grant from US Department of Education
Area/Department of Assignment	Community Programs
Duties and Responsibilities	Administer training program for new directors of TRIO projects through the use of a web-based format.
Justification for the Position	Awarded federal grant for implementation of program.
 Position Title	 Program Coordinator, Trio Training Grant
Type of Position	Non-Classified/Exempt
FTE:	1.0 FTE
Term of Appointment	12 mos.
Effective Date	11/01/02
Salary Range	\$31,000
Funding Source	Grant from US Department of Education
Area/Department of Assignment	Community Programs
Duties and Responsibilities	Responsible for coordinating with participants, technological support, and institution for web-based training program.
Justification for the Position	Awarded federal grant for implementation of program.
 Position Title	 Office Specialist I
Type of Position	Classified/Non-exempt
FTE	1.0
Term of Appointment:	12 months
Effective Date	01/01/03
Salary Range	\$8.50/hour
Funding Source	Local funds
Area/Department of Assignment	Student Affairs/Residence Life
Description of Duties and Responsibilities	Office support for Director of Residence Life
Justification for the Position	Position was inactivated; request to be reactivated.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE continued**

Position Title	Customer Service Representative 2
Type of Position	Classified/Non-exempt
FTE	.75 FTE
Term of Appointment	12 mos.
Effective Date	10/01/02
Salary Range	\$16,084
Funding Source	Local funds
Area/Department of Assignment	Information Technology Media Services
Duties and Responsibilities	To conduct in-depth interviews and use specialized knowledge to provide complicated technical information and services to customers; perform related work.
Justification for the Position	To support on-line course instructors and students. Currently, the duties are covered by two part-time employees. No additional expenses will be incurred.

Position Title	Customer Service Representative 2
Type of Position	Classified/Non-exempt
FTE	1.0 FTE
Term of Appointment	12 mos.
Effective Date	10/01/02
Salary Range	\$21,445
Funding Source	Local funds
Area/Department of Assignment	Information Technology Media Services
Duties and Responsibilities	To conduct in-depth interviews and use specialized knowledge to provide complicated technical information and services to customers; perform related work.
Justification for the Position	The reorganization of the IT Department has created the merging of two positions, the Scheduling Coordinator and the Lead Operator for Interactive Video Conferencing. No additional expenses will be incurred.

BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 11-12, 2002

SUBJECT

Final Reading – Clarifying Employee Appeal Procedures for Appeals to the Board,
Section II.M.2.b. (EXHIBIT A)

BACKGROUND

Current Board policy provides that the Board may agree to review the final personnel related decision of a chief executive officer “or it may choose not to review the final action.” The proposed policy change would clarify that the appeal is denied if the Board fails to vote on the petition within a certain time frame.

DISCUSSION:

The proposed policy change would clarify the procedures for employees as well as Board staff.

IMPACT

The proposed policy change does not modify the Board’s duties or an employee’s rights, but only clarifies current procedures.

STAFF COMMENTS

The staff recommends that the Board approve the policy.

MOTION

A motion to approve policy Section II.M.2.b. Clarifying Employee Appeal Procedures for Appeals to the Board as presented in EXHIBIT A.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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M. Grievance and Appeal Procedure – All Employees

1. Classified Employees

Provisions for grievance and appeals procedures for classified employees are provided for in Chapter 53, Title 67 Idaho Code and the rules of the State Division of Human Resources. The University of Idaho shall, to the extent practical, provide for similar grievance and appeals procedures for its classified employees.

2. Nonclassified Employees (including Faculty Employees)

a. Internal Policies and Procedures

Each institution, agency and school must establish general procedures to provide for grievances and appeals for human resource matters. Such procedures shall be forwarded to the executive director for review and maintenance on file in the Office of the State Board of Education. Internal procedures must include the following elements:

- (1) provision for informal resolution;
- (2) procedures for filing a formal, written complaint;
- (3) reasonable time requirements;
- (4) a description of the hearing body; and
- (5) requirements for retention of records.

b. Appeal to the Board

A nonclassified employee may elect to petition the Board to review any final personnel related decision of the chief executive officer. Any written petition must be filed in the Office of the State Board of Education within fifteen (15) calendar days after the employee receives written notice of final action under the internal procedures of the institution, agency or school. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate, ~~or it may choose not to review the final action.~~ The Board is not required to review the final action. The petition for review shall be deemed to have been denied if the Board has failed to vote on the petition within sixty (60) days after the petition is filed with the Office of the State Board of Education or the next regularly scheduled Board meeting, whichever is later. The fact that a written petition has been filed does not stay the effectiveness of the final decision ~~nor does it grant a petition for review unless specifically provided by the Board.~~ Board review is not a matter of right. An employee need not petition the Board for review in order to have exhausted administrative remedies for the purposes of judicial review.

